

# **Police Communications Officer and Administrative Positions**

## **PHASE#1**

- **Written Examination**

- Typing test
- Spelling & word comprehension
- Telephone simulation of dispatch emergency

You are to bring a **copy** of the following documents - your birth certificate, high school/GED/college transcripts, driver's license, Social Security Card and DD214, if applicable.

- **Oral Interview Board - Consists of a 3-member panel**

## **PHASE#2**

- **Personal Interview with Chief of Police**
- **Background Investigation**

Includes, but is not limited to, your criminal history, driving record, credit history, employment history, reference checks and neighborhood canvas.

- **Drug Screening**

## **PHASE#3**

- **Polygraph Examination**

This process requires several appointments. Failure to attend scheduled appointments **without prior permission** may result in automatic disqualification from the hiring process.